

Instructions for Completing Your Department's Annual Inventory Report – Due December 4, 2020.

If you would like Cree McNulty (Property Control Specialist) to help you with your inventory, call 801-957-4010 or email cree.mcnulty@slcc.edu

The purpose of the annual inventory process is to verify that you were in possession of (or knew the location of) all your tagged assets at a point in time. Your inventory list was generated to show all your assets as of October 1st. Assets that you received after that date will be on next year's list (do not add any). Assets that you sent to Surplus (or transferred to another Budget Center Manager) after the date that your list was generated should be marked as Found. This is because they were in your possession (or you knew where they were) on the date that the list was generated.

Your inventory spreadsheet contains blank columns for entering changes to the location, custodian, organization code or serial number. Do not add any lines, delete any lines or make any changes to the existing entries. Enter all changes in the appropriate blank column only.

Your completed inventory packet must include the inventory report, the signature page and all other supporting documents. Your completed inventory packet must be submitted electronically to propertycontrol@slcc.edu no later than December 4, 2020.

To view your Excel inventory report, double click on the file name. Columns may need to be widened. Save a copy for your records after all your entries have been made. The first column has the title Code. Every asset should have only one of the following Codes entered in this column.

<u>Code</u>	<u>Definition</u>
F	Means Found or accounted for. No further action is needed.
T	Means Transfer. Assets listed as transferred to another Budget Center Manager require a completed Department Transfer Form that shows all the required signatures and information.
MT	Means found but the asset tag is missing. A duplicate asset tag will be sent.
L*	Means Lost.
ST*	Means Stolen.
S**	Means sent to Surplus.

*All lost or stolen assets require a Provost or Vice President signature.

*All missing assets less than three years old require a police report number.

*All missing assets costing over \$5,000 require a police report number.

**The SURPLUS code should only be used in a very limited amount of cases. If the asset was sent to Surplus BEFORE October 1st, attach the dated and signed SLCC Surplus Property Form to your inventory list. The SLCC Surplus Property Form must show the signature of Surplus employee who picked up the item(s). If the asset was sent to Surplus AFTER October 1st, mark the asset with an "F" for FOUND. If you are unsure about the Surplus status of an asset on your list, please reach out to Cree (x4010) in Property Control.